

## **SAL EDUCATION CAMPUS**

### **Cultural Activities and Committee**

#### **Purpose:**

Cultural committee is formed in the College for the smooth and efficient management of ALL CULTURAL activities IN THE CAMPUS. It also gives the opportunity to the STUDENTS/faculty to grow and develop in their extracurricular activity/field and administrative skills. Committee also focus to provide rich experience to the students in various cultural activities. Committee provides enough opportunities for the students to relax and enjoy their college life amidst rigorous academics. The committee is constituted by the Principal in consultation with HODs for EVERY academic year or until new committees are constituted. However, for sufficient reasons the Principal along with the HOD may appoint faculty to various committees with the approval of the Director.

**HEALTHY MIND STAYS IN HEALTHY BODY AND FOR HEALTHY MIND AND HEALTHY BODY**, each one of us, need a kind of relax or entertainment or salvation by engaging in cultural/social activities. The need of society is not only techno-academic experts but a person who has pleasant personality and a smiling presentation of self with display of other skills in addition to the techno-academic proficiency. SAL has adopted a policy, which entails throwing a number of cultural activities like, Youth day, Dress Day, Treasure hunt competition, Indoor/Outdoor engagement for learning with joy/Garba/Inviting celebrities for various programme, Annual day etc. and for conducting all these activities a Cultural Committee is set up to plan, propose, coordinate, control and monitor, all cultural activities across the Campus.

#### **Objective:**

- 1) To provide a platform for the students to go beyond their academics.
- 2) To promote and arrange extracurricular activities to bring out the talents of students in the performing arts.
- 3) To encourage the students to take active participation in various activities.
- 4) To promote team spirit among the students community.
- 5) To enable students, to show their skills, in dance, music, vocal music/songs/mimicry/drama/rangoli/fashion/ etc.etc.
- 6) To throw various entertainment programmes by Management for students such as Celebrity show/Music programme/Yoga/Traditional/Indo-western Garba on Gala scale etc.

#### **Constitution of Committee:**

<b>Sr. No.</b>	<b>Designation</b>	<b>No. Of persons</b>
1.	Chair Person (Principal)	1
2.	Coordinator (Faculty)	7
3.	Faculty Representatives	As per event
4.	Students Representatives	7
	Total	

Committee can be increased if necessary, as per requirement during Academic year.



#### Scheduled of Meetings:

- The committee would formally meet at the start of the academic year to plan for the year's activities and submit a strategic perspective plan in the format given.
- There would be a meeting at the end of the academic year to review the activities facilitated and the progress of the committee at the end of the academic year.
- The committee would formally and informally meet as many times as required depending on the need or in emergency situations.
- Minutes of informal meetings need not to be maintained.
- The committee would meet prior to the start of an event to discuss overall planning as well as individual roles and responsibilities.

#### Roles and Responsibilities of the Coordinator:

- ❖ The coordinator of committee is expected to convene the meetings and set an agenda for the discussion.
- ❖ The coordinator of the committee is responsible for ensuring that each member has submitted and has maintained the relevant documents.
- ❖ To write and circulate the minutes of the meeting.

#### Working of the Committee:

- a) The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College.
- b) To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute.) by delegating various tasks.
- c) To prepare budget for all cultural events and take necessary approvals from Director and management.
- d) To communicate about various festivals and events to be celebrated in the college and give a wide publicity.
- e) Arranging events/programs for staff and students in coordination with "Students Cultural Committee".
- f) Procedure to organize cultural events is as follows:
- To prepare the Annual Budget for various cultural event.
  - To obtain formal permission from the College authorities to arrange programs.
  - To decide the date, time and agenda of the program.
  - To inform members of staff and students about the events.
  - To arrange the venue and logistics (audio/video system, dais, podium etc).
  - To invite the Chief Guest and other dignitaries
  - To arrange mementos for guests and gifts/certificates for the participants
  - To train students in various competencies required for conducting the programme – like comparing, giving the welcome note, vote of thanks etc.
- g) To Prepare and maintain all cultural activities record.
- h) Any other duties assign by Director / Principal.

i) The committee would have to submit the bills and invoices for all expenditures involved to the accounts department.

**Documents maintained by Committee:**

1. Copy of strategic perspective plans submitted
2. File the minutes of meetings for every formal meeting
3. Circular sent by the committee
4. Invitation card / Letter
5. Annual / Individual event budget submitted
6. Report on every event / activity conducted (Min. 500 words)
7. Students enrolment in activities / attendance
8. Photography & Videography of the events
9. Certificate issued (If any)
10. Copy / Photos of press release or media coverage



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